

ABSTRACT OF THE DISCLOSURE

A process for use by a non-professional to record a greeting or message for a voice mail system. A CD is placed in a CD player, or an Internet website is accessed. Recorded on the CD or the website are multiple segment tracks with each segment containing background music or a sound effect. At the beginning of each segment is a distinctive, audible note which is used to synchronize the background music or sound effect with the beginning of a recording. A menu for the voice mail system for recording messages is accessed to find a prompt for starting a recording. The CD player or website is enabled to play the track while a user records a greeting or message. The background music or sound effects are recorded together with the speaker's voice so both are simultaneously recorded in the voice mail system. The background music or sound effect is now heard whenever the greeting or message is replayed.